

DOC 4 REV DATE 15 Apr 80 BY 025251  
ORIG COMP 31 OPI 31 TYPE 02  
ORIG CLASS S PAGES 2 REV CLASS C  
JUST 22 NEXT REV 2010 AUTH: HR 10-2

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29 January 1960

MEMORANDUM FOR: Mr. [REDACTED]  
Mr. [REDACTED]

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SUBJECT: Visits by Private Contractors

1. Reference is made to Mr. [REDACTED] memorandum of 25 January 1960 concerning employees of private contractors to other USIB agency members who have requested permission for access to Agency facilities.

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2. I have previously discussed this problem with Paul Borel, OCR, Chairman of CODIB and asked that he make this a matter of formal record before the Committee. Further, we have established with OCR a policy position concerning access to Agency premises by employees of contractors of other USIB agencies.

3. The policy position is as follows:

a. A request by a contractor for information should be directed to the parent agency (the agency issuing the contract) and that Agency is responsible for providing the necessary information to the contractor.

b. The responsible agency will determine whether such requests are in conformity with contract requirements and if that information is not available within that agency, it will seek to obtain such information through normal liaison channels within Government. Employees of contractors will not be permitted to visit other agencies of the Government in support of their contract requirement unless and until it is established that (a) the information is necessary for the contractor performance; (b) it cannot be obtained in documentary form and must be provided through consultation; and (c) the visit is approved by the parent agency and other agencies involved.

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4. The purpose of the above is to require that the Agency responsible for issuing the contract be the one to monitor the contract and provide only that information necessary for the performance of the contract. Under no circumstances should the employee of the contractor be permitted to wander around Government collecting intelligence information without a specific control being exercised over their activities. This action is designed to cure a basic fault wherein contractor employees have had access to and have obtained a vast amount of information not related to their contract performance but which is of value to the contractor in a general sense and which provides them background in seeking other classified contracts within Government.

5. In instant cases no clearances should be issued until it is established that the agency issuing the contract specifically requests this visit and secondly, that the unit in the agency to be visited concurs and is willing to accommodate the USIB agency concerned. In addition, when a contractor employee visits the agency, he should be accompanied by the USIB monitor of his contract to assure that that information he is seeking is clearly and strictly related to his contract and does not exceed this requirement.

6. The contractor program throughout the intelligence community has been rather loosely handled by the agencies issuing the contracts. We should observe carefully all such requests for visits to be certain that appropriate controls are being maintained.

  
Acting Director of Security

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Distribution:  
1 - Each Adse.  
1 - Chrono

AD/S:RLB:skh (29 Jan 60)

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TO: Mr.   
See action, please.  
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